

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Maren Murphy

ADDRESS: PO Box 200701

CITY: Helena

STATE: MT

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DATE OF ANNOUNCEMENT: Friday, January 15, 2016

APPLICATION DEADLINE: Friday, March 4, 2016 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Recreation Planning Intern

OF POSITIONS: 1

LOCATION(S): Helena

WORK START/END DATES: June 1 – August 19

HOURS/WEEK: 30-40

TRAINING/ORIENTATION DATES: Project training upon start date

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): Funded at \$10.00/hour.

POSITION DESCRIPTION:

Montana State Parks, a Division of Montana Fish, Wildlife & Parks, manages 55 state parks, including Flathead Lake State Park, Bannack State Park, Lewis & Clark Caverns State Park, and Makoshika State Park. In addition, the division manages four recreation grant programs that support recreation on city, state, federal and Tribal lands throughout the state.

Responsibilities:

The Recreation Planning Intern position has the potential to support and participate in many aspects of Montana State Parks planning and operations. The following are a sample of some of the specific tasks that could be involved in this internship:

- Assists staff in collecting and preparing data for various planning projects.
- Draft technical reports related to visitation, economic impact, and strategic planning.
- Research best practices for planning and park operations.
- Prepare graphics, diagrams, and tables for planning projects.
- Provides support and assistance to field staff with planning-related requests, including potential field work.
- Conducts basic office functions as needed, such as data entry, file management, and customer service.

Learning Objectives:

- Develop a working knowledge of recreation planning
- Gain an understanding of the Montana State Parks system and park management
- Collaborate with diversity of staff experts at the field, regional, and state levels
- Improve technical writing, communication, and research and analysis skills

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Interest in parks and recreation, planning, policy research, graphic design
- Academic majors or coursework related to recreation planning, parks and recreation management, resource conservation management, environmental policy and project management, geography, public administration, policy is preferable
- Excellent verbal and written communication skills
- Proficiency with Word, Excel, PowerPoint, and Adobe Creative Suite
- Excellent attention to detail
- Preferred knowledge of ArcGIS
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects
- Must be comfortable interacting with the public in an outdoor recreation setting
- Must have a good driving record and a valid driver's license

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit resume; cover letter explaining applicable skills and experience; brief writing sample (not more than 3 pages); and three references to:

Recreation Planning Intern
c/o Maren Murphy
Montana State Parks
PO Box 200701
Helena, MT 59620-0701

Or as a PDF by email to marenmurphy@mt.gov
Subject line: Recreation Planning Intern Application

Phone calls and inquiries are also welcome.

COOPERATING SPONSORS OF PROJECT: Montana State Parks

ADDITIONAL INFORMATION:

Interns will be expected to find their own housing in Helena. Project administration will include a workspace, access to State vehicle, meals and lodging as appropriate within department policies.